

8 January 1982

NOTE FOR: Chief, Logistics Services Division, OL

VIA: Director of Logistics

FROM:
Deputy Director of Logistics

SUBJECT: Meeting with GSI Officers on 7 January 1982

Tom:

As a result of the subject meeting, these are the action items that I am aware of:

- a. You are to ask GSA to set up regular meetings between GSA, GSI, LSD, and the Cafeteria Committee.
- b. The Vice President for GSI, Logan Dowler, is to have his design consultant meet with Harry Fitzwater and you in the near future to develop ideas for improvement of the physical facilities in the cafeteria. Subsequently, we will select from those ideas the ones that we wish to pursue either directly or out of the GSA capital improvements fund. This will probably require a meeting between the DDA and the Regional Administrator, GSA.
- c. You are to determine whether or not we can buy food stuffs through GSI more efficiently and cheaply than directly in support of the Executive Dining Room.
- d. Tony is to develop options for the DDA for storage elsewhere than in the ground floor corridors not later than 1 February. Tony will develop this in conjunction with LSD and SD officers.

cc: C/RECD/OL ✓
DDA



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| TRANSMITTAL SLIP | | DATE |
|---|----------|-----------|
| TO: C/RECD/OL | | |
| ROOM NO. | BUILDING | |
| REMARKS: Z 1/13/82 <div style="border: 1px solid black; height: 30px; width: 250px; margin: 10px 0;"></div> <p>PLEASE NOTE TP d. RE YOUR OWN GOING EFFORTS.</p> <p><i>[Signature]</i> 1/13/82</p> | | |
| FROM: DD/L | | |
| ROOM NO. | BUILDING | EXTENSION |

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FORM NO. 241
1 FEB 55

REPLACES FORM 35-8
WHICH MAY BE USED.

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